

## 2009 SOS Submission: Central Ohio New Member Orientation Lunch



**Submission Date:** 7/6/2009 11:19:11 AM  
**Chapter Name:** Central Ohio  
**Chapter ID:** CH3071  
**Chapter Location:** Columbus, Ohio  
**Chapter Membership Size:** Medium (101-300)

**Contact for this Submission:** Amy Ocean  
**Email Address:** [oceana@nationwide.com](mailto:oceana@nationwide.com)  
**Phone Number:** 614-249-7615  
**Chapter Title:** 2009 President  
**Chapter Website URL:** [www.centralohioastd.org](http://www.centralohioastd.org)

**Description of Effort:** Welcome Luncheon with the COASTD Executive Board

**Need Addressed:** The Executive Board members recognized that it may be difficult for a new member to feel included into an existing group/organization. The Membership Management team came up with the idea of developing and facilitating a member orientation program.

**Does this effort align with your chapter mission?** Yes

**Does this effort align with ASTD's mission?** Yes

**Target Audience:** New and renewing members to the chapter, and the Executive Board members.

**Costs/Resource Use:** Costs, include: Food: aprox. \$10.00 per person attending luncheon. Meeting Room Facility: \$0.00 The use of a community meeting room had zero cost.

**How did you implement:** Bi-Annually, new and renewing members received an email invitation to attend a free welcome luncheon where they will meet members of the Chapter's Executive Board. Sample email invitation communication is attached.

**What were the Outcomes:** One outcome was that new and existing members were energized about the direction of the chapter and excited to be part of COASTD. Participants learned about the upcoming conference & expo, and about the exciting new changes to the Chapter's website, as well as upcoming programs. Also, at the end of the meeting, we conducted a drawing and pulled two participants' names to receive free admission to the COASTD Conference & Expo.

**Lessons Learned:** Begin planning by establishing a best date with the Chapter's Executive Board members' to ensure their attendance. Begin sending invitations to new and renewing members up to 3 months in advance. Plan to have an ice breaker, and some thought provoking activity to promote interaction among the attendees. Give them something worthwhile to brainstorm on. Provide good food Have two or more people coordinate all of the meeting planning efforts. Create an atmosphere of fun and learning. Be sure to have all of the attendees introduce themselves to the group. Have assigned seating; if there are multiple new members from an organization, be sure to assign them seating at different tables so that they meet new people. Have some giveaways: Pens, notepads, magnetic clips, free programs, etc.